

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE7017477  
POSITION NO: 242671  
CLASS CODE: 3636

Date Posted: 02/11/13  
Closing Date: OUF

POSITION TITLE: Head Start Human Resources Manager

DEPARTMENT NAME: NAVAJO HEAD START

DEPARTMENT NO: 701 WORKSITE LOCATION: WINDOW ROCK, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V69A

Days: M-F

Permanent: ☒

SALARY:

Hours: 8:00 AM - 5:00 PM

Temporary: ☐

Duration: \$ 61,152.00 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 29.40 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Responsible for direction, consultation, training and dissemination of personnel related information to management, staff and policy council; researches, interprets, revises and develops policies involving personnel related issues; remains updated on latest legal, labor laws and performance standard updates regarding human resources policies and procedures to ensure legal compliance. Plans, organizes and monitors all activities of the Navajo Head Start Human Resource department. In coordination with the Department of Personnel Management, the Office of Management and Budget, Office of the Controller ensures that all necessary budgets, budget revision requests/modifications, position classification questionnaires, job vacancy announcements, personnel action forms (PAF), verification of funds availability are submitted/completed for various personnel actions; ensure that all required documents are prepared and submitted in a timely manner; coordinates recruitment program; works closely with DPM on the recruitment, qualification assessment, referral, interview, selection, background checks, classification, compensation processes; supervises administration of employee performance evaluation system and necessary updates are made in HRIS in accordance with Navajo Nation Personnel Policies and procedures.

Researches and implements fiscally responsible and efficient human resources processes, i.e., recruitment, classification, compensation, performance management, training/development, staff/volunteer records and policy administration; advises and assists supervisors with personnel related issues and challenges, including performance improvement plans, feedback and disciplinary processes. Supervises and directs human resources staff in recruitment, selection and hiring processes; ensure recruitment, selection and hiring processes are in compliance with applicable policies and procedures and the Head Start performance standard requirements. Coordinates with management team with the handling of any grievance issues in a legally compliant and professional manner; responds to staff grievance and complaints following contract agreement, collective bargaining agreement and other mandated guidelines; performs related investigations and documentation when warranted; maintains positive communications with union representative, providing information when warranted and/or required; consults with legal counsel as appropriate on personnel matters.

Coordinates with management team to develop, maintain and track personnel related data and reports for planning and information purposes to leadership advisory committee, oversight committee, policy council; participates in short and long term planning, budget and program reviews. Ensures policy council receives proper information regarding all new hires; ensures personnel files and staff/volunteer databases are maintained and current; ensures security and confidentiality of records; ensure periodic audits of files for compliance with INS I-9 guidelines, certifications, background checks as required by Head Start performance standards and other applicable laws. Assesses training and organizational development needs, develops plans and monitors progress; plans, develops, revises and implements proficient and effective human resources policies and procedures; reviews and streamlines processes in areas of background check(s), fingerprinting, staffing patterns, hiring efficiency to decrease length of time for processing Personnel Action Forms, reviews minimum qualifications to ensure that positions reflect sufficient qualifications to improve Navajo Head Start needs. Reviews professional development training and ensures all NNHS staff are meeting the required educational mandates, develops and monitors professional development plans for all staff; maintains records of training needs and accomplishments; oversees and plans training topics; ensures compliance with Head Start Performance Standards.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

1. A Bachelor' degree in Human Resources or Personnel Management, Education Administration or closely related field, and;  
OR 2. a Master's degree in Human Resources or Personnel Management, Education Administration or closely related field,

**EXPERIENCE:**

1. seven (7) years of work experience in human resource/personnel management including labor relations and negotiation, three (3) years of which must have been in a supervisory capacity; OR  
2. five (5) years of work experience in human resources/personnel management including labor relations and negotiation, two (2) years of which must have been in a supervisory capacity.

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, license etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of Head Start Performance Standards and collective bargaining.

**License/Certification Requirements:**

Must have criminal background check and a satisfactory clearance report before hiring. Must have CPR, First Aid certified and Valid State Driver's License, and obtain the following within ninety days of hire: physical examination with T.B. clearance, Navajo Nation Vehicle Operator's Permit.

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 1-15-99**